



DATE: May 24, 2016

LOCATION: 2501 Centerville Rd., Wilmington, DE 19808 – Main Office

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I. Come to Order and Attendance & Roll Call: 5:05 p.m.

Present: Pam Draper, Nate Schwartz, Richard Riggs, Tim Griffiths – via telephone

Absent: Dorcell Spence, Ray Pendley

II. Approval of February minutes

- a. Pam Draper made a motion to approve the February minutes; Nate Schwartz seconded the motion; February minutes were unanimously approved.
- b. Ms. Draper asked Mr. Riggs about the rules for posting CBOC minutes when the committee meets quarterly. He provided instructions to post the minutes to the website and indicate that it is a draft.

III. Review of April 30th, 2016 Budget Highlights and Financial reports.

- a. Pam Draper reviewed the Budget Highlights (see attached)
- b. Ms. Draper inquired about whether the retention bonus would be paid in June. Mr. Griffiths explained that it would be paid in June for the '15-16s school year and would be paid in October going forward to returning teachers.
- c. Mr. Griffiths reported that 100% of teachers planned to return next school year.
- d. Ms. Draper reviewed the contingencies and Strategic Plan Bonus
- e. Mr. Riggs asked about the purpose of the Strategic Plan money. Ms. Draper explained that it was an extra contingency that could be used for any purpose.
- f. Ms. Draper reviewed some of the unbudgeted items.
- g. Mr. Griffiths was able to purchase 150 laptops for \$100 each plus 10 free laptops from Delaware Met. This means that every student at GLS has a computer.
- h. Mr. Griffiths reported that the number of students enrolled is currently at 201. A marketing plan is underway to fill all of the 226 student spots as allowed by our charter.
- i. Mr. Riggs asked if GLS had a waiting list. Mr. Griffiths shared that there is a waiting list for middle school but that there were spaces available in 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade.
- j. Mr. Griffiths discussed the \$10,000 quote to create an egress in the music room. Once he has a final number, the renovation will be brought to the board for approval.
- k. Anticipated increases to the budget for 2016-2017 include bus transportation, and rent, paraprofessional services previously paid for with Federal Title II funds.
- l. Reductions to the budget include Lab School of Washington licensing fee.
- m. Mr. Riggs inquired about the percentage of special needs students at GLS. The percentage of students with IEPs and 504 plans (157 students) is approximately 74%.
- n. Mr. Griffiths noted that GLS was under budget in spite of some of the unanticipated expenditures.
- o. Mr. Riggs inquired whether the school was projecting a surplus or deficit for the school year. Ms. Draper noted that there was currently \$5,378 unallocated in the budget in addition to contingencies.

- p. Instructional supplies is the only category that had a number of unplanned expenses.
- q. Mr. Riggs noted that the school was 143% over its goal in fundraising.

#### IV. 2016-2017 Pupil Accounting and Staffing Review

- a. 201 students are registered to daye
- b. 100 percent of staff planned to return for next school year.
- c. Mr. Griffiths has created a priorities list to add staff based on the availability of funds:
  - i. 2 additional educational diagnosticians
  - ii. Instructional Coach
- d. Mr. Riggs inquired about a \$400 payment to Stephanie Patterson (fundraising consultant) and an \$894 payment to Tim Griffiths which was reimbursement for a Board training and a Special Ed law training. The school does not currently have a P-card.
- e. Ms. Draper asked if there were any teachers whose contracts were not being renewed. Mr. Griffiths replied that all teaching contracts were being renewed.

#### V. 2016-2017 Preliminary Budget and Salary Policy review

- a. Ms. Draper explained the GLS preliminary budgeting process.
- b. Contingency funds are used to support the budget until state and local revenue is confirmed.
- c. The E.D. compiles a priorities list and those items are rolled up into the budget as funds become available.

#### VI. Vote on recommendation to approve Preliminary Budget for 2016-2017

- a. Ms. Draper made a motion for the CBOC to approve a recommendation to the GLS Board of Directors to approve the preliminary budget for SY 2016-2017; Mr. Schwartz seconded the motion; the motion was unanimously approved.

Meeting adjourned: 6:04 p.m.

Next meeting: July 19, 2016 – GLS Main Office

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**Gateway Lab Budget Highlights:  
For the Month Ending April 30, 2016**

- 83.3% of the year is complete:
  - The Expenditure Detail Report reflects 78.1% of the budget for all funding sources has been expended, while the ratio for State and Local funding reflects 78.9%.
    - The ratio is 81.6% for state and local if the 2% contingency and the retention bonus are excluded.
  - The Web Report reflects 78.2% of the budget for all funding sources has been obligated and expended, while the ratio for State and Local funding reflects 79.1%.
- 22 of 26 payrolls have been expended for a ratio of 84.6%
  - State and Local Payrolls—based upon the time period completed 81.0% and 75.5% of salary and OEC have been expended.
    - The ratios are 83.0% and 76.5% if the retention bonus is excluded.

• Contingencies:

○ Unallocated	5,378.00
○ 2% Contingency	88,640.75
○ Summer Pay	407,385.00
○ Strategic Plan	358,799.00
▪ Retention Bonus Proposal—\$53,497 (budgeted)	

• Unbudgeted Items to date:

○ 150 Computers	\$ 15,000
○ Settlement	<u>85,000</u>
▪ Total	\$100,000

**Notes:**

**FY2017 Projected Budget Growth, Reductions and Concerns:**

Enrollment:

- **September 30, 2015: 212 students and 25.53 teacher units**
- May 8, 2016: 195 students and teacher 22.08 units

Growth:

- |                              |               |
|------------------------------|---------------|
| • Lease                      | 8,698         |
| • Transportation             | 4,122         |
| • Para Professional Services | <u>45,747</u> |
| ○ Preliminary Projection     | \$58,567      |

Reductions:

- |                         |          |
|-------------------------|----------|
| • Washington Lab School | \$25,000 |
|-------------------------|----------|

Concerns:

- Christina School District reported Staff Layoffs of 100 employees during FY2016, which will impact FY2017 per pupil local school district revenues for FY2017.
  - The school has suffered a **loss of \$41,463** over a 2 year period from FY2014 to FY2016 due to a per pupil reduction for 2 consecutive years
  - 41% of the 212 students enrolled are residents of the Christina School District
- Due to a reduction in per pupil amounts for multiple school districts, Gateway suffered a **cumulative loss** of local school district revenues of **\$74,726** over a 4-year period from FY2012 through FY2016.
- Frivolous lawsuits